



## CR Minor Hockey Association

145B 26500, Hwy 44, Sturgeon County, AB T8R 0J3

### Executive Position Descriptions (\$500 Credits)

#### **President (2 Year Commitment):**

- To the best of his/her ability oversee, direct, co-ordinate, and control the affairs of the CRMHA through the responsible co-operation and teamwork of the Association Committee.
- To the best of his/her ability oversee, direct, co-ordinate, and control the affairs of the CRMHA through the responsible co-operation and teamwork of the Association Committee. Arrange and organize regular Executive Committee meetings and notify the Executive Committee of their time and place.
- Prepare and distribute the agenda for the Executive Committee meetings
- Together with the Vice-President and Treasurer have joint signing authority over all monies spent in the name of CRMHA.
- Cast deciding vote when either Executive or Association Committee votes end in dead locked.
- Ensure all members of CRMHA Committee conduct their duties in accordance with the By-Laws of this association.
- Act on behalf of CRMHA at all League, Zone, and Hockey Alberta meetings. If unable to attend the President must ensure a suitable replacement to represent the Association will attend in his/her place.

#### **Vice President 1 (2 Year Commitment – Cannot leave same year as VP 2):**

- To the best of his/her ability carry out the duties of the CRMHA President in the absence of the President.
- When it is clear that the President of the Association can no longer carry out the duties of his/her office or is absent from their position the Vice-President will arrange a General Meeting to elect a new President.
- Assist the President in the running of the Association as directed by the President.
- Will act in unison with the director of leagues to ensure proper representation for CRMHA Hockey.

#### **Vice President 2 (2 Year Commitment – Cannot leave same year as VP 1):**

- To the best of his/her ability carry out the duties of the CRMHA President in the absence of the President.
- Assist the President in the running of the Association as directed by the President.
- Act as Sturgeon Sting Operations Committee Member.
- Will complete all required travel permits and sanction numbers.
- Shall work with the executive approved sporting goods store(s), to provide CRMHA approved apparel via online store

#### **Secretary / Admin (2 Year Commitment):**

- To the best of his/her ability record and compile all meeting minutes and ensure they are properly documented.
- Assist CRMHA President with preparing agendas for all meetings as well as all pertinent documentation for such meetings.
- Send all AGM meeting notice, agendas, and minutes to all members.
- Assist the President in the running of the Association as directed by the President.
- To the best of his/her ability maintain CRMHA website and oversee, direct, co-ordinate, and control all publicity and advertising for CRMHA, including social media sites.



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- Prior to submitting any correspondence on behalf of the Association ensure the CRMHA President is informed.
- Works closely with the secretary and registrar to manage RAMP.

### **Treasurer (2 Year Commitment):**

- To the best of his/her abilities, ensure the financial affairs of the CRMHA are controlled and documented in an orderly fashion.
- Ensure accurate, legible, and up to date records are available for review in a timely fashion
- Prepare for all Executive Committee Meetings a concise brief financial report to assist in ascertaining the Association's financial position.
- Only release Association Funds on the approval of the Executive Committee and with a proper Receipt
- At the AGM present a financial report for all members. This statement will be as up to date as possible.
- Finalize the previous year's accounts prior to the following season.
- Prepare the Annual Financial Report to be submitted in accordance with the Societies Act.
- The Treasure shall compile all accounts using QuickBooks and will advise the executive when new software is required.
- Servus Credit Union in Morinville will be used for banking services. An account for operations shall be maintained as well as a second account for all fundraising from AGLC. All accounts will require two of three signatures from the President, Treasurer, or Secretary.

### **Registrar (2 Year Commitment):**

- To the best of his/her ability oversee, direct, co-ordinate, and control the Annual Registration of the CRMHA
- Ensure all participating teams are duly registered in accordance with Hockey Alberta.
- Keep an up-to-date listing of all Coaches and Team Staff including all qualifications.
- Inform the Executive Committee of any issues dealing with registration in a timely fashion.
- Shall assist the Director of Coaches with ensuring all teams and coaches are aware of and meet all coaching qualifications.



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### Hockey Operations Position Descriptions (\$150 Credits)

#### **Director Of Leagues (1 Year Commitment):**

- Will represent CRMHA at all league meetings or appoint a designate from the Executive committee.
- Shall ensure all concerns of the Executive committee are properly presented to the leagues and shall act as the official voice of the Executive committee relating to any information, rulings, and votes affecting the Executive committee.
- Shall ensure all correspondence, concerns, information, and requests by all Leagues is presented to the Executive Committee for their information and/or action.
- Work with the Ice Scheduler to ensure the leagues time demands for ice times are met.
- Shall be present at the general coaches meeting to explain any rules and regulations to the coaches, as required by the Executive committee.

#### **Director of Evaluations (1 Year Commitment):**

- Shall work with the executive annually to provide evaluations for the CRMHA according to the policy and procedures set out by the CR Knights Association.

#### **Volunteer Coordinator (1 Year Commitment):**

- To the best of his/her ability oversee, direct, co-ordinate, and control the fundraising activities of the CRMHA. Including coordinating volunteers for events.
- Ensure that all team fundraising done at the team level is recorded and reported in a timely fashion.
- At the AGM present a fundraising report for all members. This statement will be as up to date as possible.
- Works with AGLC Coordinator to ensure all fundraising efforts have the appropriate licensing and are in good standing with AGLC.
- Will work with the Director of Managers to ensure all teams are following all fundraising guidelines.
- Implements finding volunteers and reports the volunteer/hours to the registrar at the end of the season

#### **Director of Coaches (1 Year Commitment):**

- Shall ensure each team has adequate coach staffing.
- Mentor coaching staff on Hockey Alberta requirements and CRMHA policy.
- Work with coaching staff to tailor coaching tactics to maximize fun and player development.
- Work with Executive Board to implement coach development programs.
- Work with registrar to ensure all coaching staff hold current qualifications for the respective age groups, as well as criminal record checks with vulnerable sector check.
- Work with level director and executive committee to resolve coaching disputes or other issues.
- Be available to all coaches for guidance and questions.

#### **Director of Managers (1 Year Commitment):**

- Shall assist Director of Divisions to find a manager for each team.
- Coordinate a manager meeting prior to start of the season.
- Provide an updated (approved by the executive) manager's handbook annually.
- Be available to all team managers for guidance and questions.



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### **Picture Coordinator (1 Year Commitment):**

- Organize and plan and implement the season photos for all teams
- Report to the executive of any details or questions.

### **Ice Scheduler (1 Year Commitment):**

- To the best of his/her ability oversee, direct, co-ordinate, and control all matters dealing with the equitable distribution of ice for the CRMHA
- Co-ordinate with managers all discrepancies regarding ice time
- Consult with Executive Committee when situation warrants.
- Ensure all teams participating in league/championship play are afforded every concession regarding scheduling games.
- Coordinate with Director of Managers and Team Managers to ensure that unused ice is returned to the Ice Scheduler within the directed timelines set out by WSAS and RQB Ag.
- *Due to the high financial impact this position can have on the association – Credits received are equal to the Ice Schedulers lowest registration fees for current season.*

### **Ref In Chief (1 Year Commitment):**

- To the best of his/her ability oversee, direct, co-ordinate, and control all referees within the CRMHA.
- Ensure all referees used in the CRMHA are Fully Qualified for the games they are officiating in.
- Evaluate all officials under his/her jurisdiction; abide by the policies and procedures set forth by the Referees Association.
- Notify the Director of Coaches of any rule changes as soon as possible.
- If unavailable for a portion of the active season inform the Executive Committee of a suitable replacement.
- Work in tandem with the treasurer to facilitate payment for the referees in a timely manner.
- *As per Hockey Alberta this is a paid position. Amount paid is equal to \$125 per team.*

### **Equipment Coordinator (1 Year Commitment):**

- To the best of his/her ability oversee, direct, co-ordinate, and control the distribution of all CRMHA Equipment (including Jerseys)
- Ensure all equipment shortcomings are reported to the Executive Committee for correction.
- Clear all purchases with the Executive Committee prior to taking delivery.
- Keep an up-to-date inventory of all CRMHA holdings including where all equipment is.

### **Fundraiser Coordinator (1 Year Commitment):**

- Work closely with executive board to plan and implement association level fundraising events.
- Provide guidance to the team staff and managers regarding fundraising activities.

### **Director of Goalies (1 Year Commitment):**

- Work with equipment director to ensure all association provided goalie equipment is maintained and in good repair and meets CSA standards.
- Inform CRMHA executive if equipment is in disrepair and our new equipment requires purchasing.
- Shall communicate with the executive to create/provide additional training programs.



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- Be available to division directors/team coaches to mediate any equipment concerns or goal tending concerns.
- Provide information from all Alberta hockey, Hockey Canada and CRMHA recommendations regarding the goal tending position.

### **Permits and Sanctions (1 Year Commitment):**

- Work closely with managers and uses the Hockey Alberta website to apply for travel permits and sanction numbers for all tournaments and exhibition games.

### **Member at Large (1 Year Commitment):**

- This person would fill in for an executive member should they not be able to attend a meeting.

### **Disciplinary Board (1 Year Commitment):**

- Are required to address complaints and incidents and make nonbiased decisions regarding discipline.
- *These positions DO NOT include the 4-hour volunteer requirement.*

### **U7/U9/U11/U13/U15/U18 Director (1 Year Commitment):**

- Shall assist the registrar to ensure all players are on an approved roster within their division prior to any Hockey Alberta sanctioned event.
- Act as liaison between the coaches of their respective division and the Director of Coaches during a dispute.
- Shall attend the 1st coach/parent meeting on behalf of the Executive committee to introduce all information as may be required.
- Coordinate with the Director of Managers and Registrar to assist each team in finding a manager.
- Coordinate with the Director of Coaches and Registrar to assist each team in finding coaching staff.
- Reports to the CRMHA Executive.